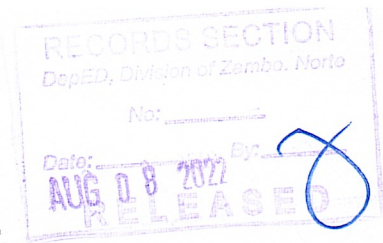




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Advisory
No. 151, s. 2022

TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS (ELEMENTARY AND SECONDARY)
ALL OTHERS CONCERNED

FROM :  **VIRGILIO P. BATAN, JR., CESO VI**
Schools Division Superintendent

SUBJECT : SUBMISSION OF PERTINENT PAPERS FOR APPOINTMENT

DATE : August 3, 2022

1. With the approval of the **plotting worksheet for newly-hired (Senior High)** the appointees listed hereunder are hereby advised to submit his/her pertinent papers for appointment processing to the Personnel Unit of this division on or before August 12, 2022.

| NAME | POSITION | SCHOOL ASSIGNMENT |
|----------------------------|------------|-------------------------------|
| 1. Aleria, Dianne Joy D. | Teacher II | Sinuyak NHS |
| 2. Dagodog, Ingrid Gay S. | Teacher II | Diongan NHS |
| 3. Deligero, Ivy Grace C. | Teacher II | San Isidro NHS |
| 4. Bulandres, Raena Gay B. | Teacher II | Diongan NHS |
| 5. Bagaan, Cheryl B. | Teacher II | Diongan NHS |
| 6. Dillera, Mary Joy P. | Teacher II | Don Teotimo Z. Ochotorena NHS |
| 7. Fabillaran, Kerwin C. | Teacher II | Comprá NHS |
| 8. Sarahadil, Rizmalyn | Teacher II | Baliguian NHS |
| 9. Rebosura, Emelyn A. | Teacher II | Sirawai NHS Annex - Piacan |
| 10. Palado, Rochelle P. | Teacher II | San Pedro NHS |
| 11. Rombaoa, Jade P. | Teacher II | Julian Soriano MCHS |
| 12. Magsayo, Rilyn Joy A. | Teacher II | Sergio Osmeña NHS |
| 13. Lacquio, Mark L. | Teacher II | San Pedro NHS |
| 14. Mapano, Maria Lyn B. | Teacher II | Serongan NHS |
| 15. Reyes, Irish Jane C. | Teacher II | Sirawai NHS Annex - Piacan |
| 16. Quintino, Algen V. | Teacher II | San Jose NHS |

2. For any queries or clarifications, you may call telephone number (065) 917 6137/ 09661571283 or email us at zn.division@deped.gov.ph, or thru the online helpdesk at depedzn.net/helpdesk.

3. For information and guidance.

PERSONNELbrg/Division Advisory to Submit Pertinent Papers for Appointment/A0004/08022022

N-avigating
O-pportunities to
R-eengineer for
T-ransformation&
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day
with a
Sense of Urgency"



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**REQUIREMENTS FOR NEWLY HIRED AND RENEWAL
(Senior High)**
Revised Feb 2022

Directions:

- Please submit documents fastened in one (1) paper folder according to the sequence indicated below with Alphabetical TABBINGS and TABLE OF CONTENTS.
- Please DO NOT attach extra pages/documents that are not stated in the list.
- Forms downloadable at www.csc.gov.ph

Label: CSC Documents

- A. **3 copies** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- B. **2 copies** Original Work Experience Sheet
- C. **2 copies** Original Authenticated PRC License (must be certified by è PRC)
- D. **4 copies** Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor if Elem
Oath of Office (Revised 2018) Open Date, if possible.
- E. **2 copies** Original PDF (Position Description Form) Revised 2017
- F. **1 photocopy** TESDA National Certificate II (If TVL)
- G. **1 photocopy** TESDA Teaching Methodology Certificate (TMC) (If TVL Track)
- H. **1 copy** Original or Certified True Copy Certification on Units Taken or TOR or Evaluation Sheet (Master's Degree)

Label: DIVISION Documents

- A. **1 copy** Original Notarized FORM 212/Personal Data Sheet (Revised 2017) with thumb mark and pasted 2x2 ID picture
- B. **1 copy** Work Experience Sheet
- C. **2 copies** Transcript of Record Undergrad and Grad School, if any (Authenticated by the School Registrar)
- D. **4 copies** Form 211 (medical) revised 2018 with 1 PHOTOCOPY of results (neuro/psych test, Drug Test, Blood Test, Xray, Urinalysis)
- E. **2 copies** Marriage Contract (if married woman)
- F. **3 copies** Valid NBI Clearance
- G. **1 copy** PSA Birth Certificate
- H. **2 copies** PRC License
- I. **2 copies** PRC Rating
- J. **2 copies** Notarized by Private Atty. or signed by Principal if JHS/SHS and Supervisor if Elem
Oath of Office (revised 2018) Open Date, if possible
- K. **4 copies** Notarized Sworn Statement of Assets and Liabilities 2021
- L. **3 copies** BIR Form 1902
- M. **1 copy** Filled out GSIS Membership Form
- N. **1 copy** PhilHealth Membership Data Record
- O. **1 copy** Pag-ibig Membership Data Form

Note: Please read and follow the instructions carefully.

Thank you! ☺

N-avigating
O-pportunities to
R-eengineer for
T-ransformation&
E-mpowerment



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